KONICA MINOLTA

# bizhub 500/420/360 COPY JOB SHOPS

The essentials of imaging

# bizhub 500/420/360 Copy Job Shops

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## Finding the Copier IP Address on the bizhub 500/420/360

It will be necessary to have access to the copier IP address when either configuring the 500/420/360 onto a network or setting up a “one touch”.

1. Press Utility/Counter on control panel.
2. Administrator Setting
3. Enter administrator password: 12345678 ➜ OK
4. Network Setting
5. TCP/IP setting

The copier IP address will appear on the control panel display.

## Create an 8.5" x 14" Set

### Stapled on left hand corner

Place two 8.5" x 14" originals face up; feet 1st into the RADF

1. Finishing
2. Corner ➜ OK
3. Combine Originals & Original Direction
4. Index the last original graphic on right side of display panel ➜ OK
5. Press start key

## Create an 8.5" x 11" – 1:2 Set

### Stapled on left corner & reduced by 78.5%

Place eight 8.5" x 11", 1:1 originals face up in the RADF.

1. Simplex/Duplex
2. 1:2 ➜ OK
3. Finishing
4. Corner ➜ OK
5. Zoom ➜ Reduce/0.785 ➜ OK
6. Press start key

## Book Copy Mode

Choose book/booklet smaller than 8.5" x 11" which will illustrate the "erase non-image" functionality. Copy the front & rear covers and six book pages in the 1:2 duplex mode with 2 position staple.

*Important: The RADF must be positioned off the platen glass, in the extreme upward position.*

1. Application ➜ Book Copy/Repeat
2. Book Copy
3. Front and Back Cover ➜ Left Bind ➜ OK
4. Book Copy ➜ OK ➜ OK
5. Basic ➜ Finishing ➜ 2 Position ➜ OK
6. Simples/Duplex ➜ 1:2 ➜ OK
7. Copy front cover ➜ Start key
   Copy rear Cover ➜ Start key
   Copy 6 book pages ➜ Start
8. When scanning is finished press "finish" ➜ Start key

## Create a Four Page Set with Sequential Numbering

(Pg 1-Pg 4) at lower/center bottom of each page; with a "Confidential" watermark and a time/date stamp in the upper right portion of each page

Place four 8.5" x 11", 1:1 originals face up in the RADF.

1. Application ➜ Stamp
2. Page # ➜ P1, P2, P3... ➜ Print Position
3. Bottom ➜ OK ➜ OK
4. Watermark ➜ Confidential ➜ OK
5. Date/Time ➜ Print Position ➜ Top Right➜
6. OK ➜ Print key

## Copying a Form Letter onto Letterhead

### Utilizing the Bypass

Place an 8.5" x 11" original face up (portrait orientation) into the RADF

1. Place letterhead face down in the bypass, utilizing the opposite orientation as originals.
2. Press start key
3. In the event future applications require paper sizes of 8.5" x 14" or larger; please extend the bypass tray so that the paper sensors can detect paper sizes larger that 8.5" x 11".

## Copying Mixed Originals

### 8.5" x 11", 8.5" x 14" & 11" x 17" onto 1:1 Copy Output

Place three originals; 8.5" x 11", 8.5" x 14" and 11" x 17" face up into the RADF.

1. Originals must be placed into RADF in the following order: 8.5" x 11"— Top, 8.5" x 14"— Middle, 11"17— bottom of stack.
2. Combine Originals ➔ Mixed Originals
3. Start key

## Job Memory Mode

### Selecting future "job parameters" and putting these jobs into memory for future use

Program job into "job memory". Recall job & print.

1. Simplex/Duplex ➔ 1:2➔ OK
2. Fold ➔ Fold & Staple ➔ OK
3. Paper ➔ 11" x 17" ➔ Memory Mode (Hard Key) ➔ Program Registration
4. Enter job name or your name via key pad ➔ OK ➔ OK
   Job is now entered into program memory.
5. To Recall job: Mode memory (Hard Key) ➔ Index job name/your name➔ OK
6. Press start key

## Create 5.5" x 8.5" Booklet 1:2, Folded and Saddle Stitched

Place eight 8.5" x 11" originals, 1:1, face up in RADF

1. Chose paper size (8.5" x 11" Landscape)
2. Folding ➜ Fold and Staple ➜ OK ( Zoom/.0647 & Simplex/Duplex 1:2 will automatically be activated.)
3. Press start key

## Print Out Comprehensive Meter Information

The meter readings include data on copy, print, scan/fax output as well as duplex copies, # of Originals and maintenance information.

1. Utility/Counter ➜ Details ➜ Print ➜ Select paper size ➜ Start key

## Separate Scan

This feature can be utilized when the number of originals required for a specific job, exceeds the capacity of the RADF. Each portion of the job can be scanned separately and then copied.

This job shop however, will be for an application that is gaining increased popularity with import export companies who want to Copy 3D objects onto one 8.5" x 11" sheet of paper 2:2 for either sales meetings with clients or overseas product searches via fax.

Place a 3D object which can't be copied by utilizing the RADF; on the platen glass.

1. Separate Scan ➜ Simplex/Duplex ➜ 1:2 ➜ OK
2. Application ➜ Erase ➜ Erase Non-Image Area ➜ OK
3. Start ( place 3D object ex: wristwatch onto platen glass)
4. Start (place 2nd 3D object onto platen glass)
5. Finish ➜ Start

## Image Insert

When inserting an image into a finished set from a source such as a hard cover book or 3D object like a wristwatch, the image insert mode functionality works extremely well with these job requirements.

Place eight 8.5" x 11" originals face up into the RADF.

Have a hard cover book or magazine near by; for the images that are to be inserted. You will be inserting the front cover after page 3 and the rear cover after page 5.

1. Application ➜ Sheet/Cover/Chapter insert
2. Image insert ➜ Index P... and press #3 on copier keypad
3. Index P... and press #5 on the copier keypad OK
   Pressing #3 & #5 will sequentially position the inserts into the finished set.
4. Press start. The eight originals in the RADF will be scanned.
5. Place front of hard cover book onto platen glass ➜ Start key
6. Place back of hard cover book onto platen glass ➜ Start key
7. When scanning is complete ➜ Finish ➜ Start key

## Combine Originals

### Copying ID Badges/Insurance Cards/Drivers License (front & back) onto the same side of an 8.5" x 11" sheet of paper

This is a major application with banks, insurance and mortgage companies. For example; all residential mortgage applications must be accompanied be 2 different ID's usually a drivers license & social security card.

1. Combine originals
2. 4 in 1 ➜ Vertical
3. Basic ➜ Zoom ➜ x1.0 ➜ Paper ➜ 8.5" x 11" (portrait)
4. OK
5. Place top side of original (ID badge or drivers license) onto left side of platen paper guide ➜ Start Key
6. Turn original (ID badge or drivers license) over onto side two ➜ Start key
7. When scanning is complete ➜ Finish ➜ Start key

## Program (above job) Combine Originals into Memory Mode

Repeat the above job (step by step) of copying both sides of an ID badge onto an 8.5" x 11" and put job parameters into memory mode for future use. Please see previous Memory Mode job for step by step procedures.

## Booklets, 11" x 17" Folded & Saddle Stitched

1. Place 8; 8.5" x 11" , 1: 1 originals in the RADF.
2. Choose Paper 11" x 17" ➔ OK
3. Chose Folding ➔ Fold & Staple ➔ OK
4. Start Key

## Combine Originals

### Combining four 8.5" x 11" originals onto one 8.5" x 11" copy

For this exercise; originals numbered 1–4 would be more illustrative of the difference in the “Vertical” and “Horizontal” modes in the Combine Originals feature.

1. Place four (4) 8.5" x 11" originals, 1: 1 into the RADF.
2. Combine Originals
3. 4 in 1
4. Vertical
5. Start key

Note: the sequential alignment of the 4 originals onto the page in the “Vertical” mode should be: **1, 3** **2, 4** ... the Horizontal" mode is: **1, 2** **3, 4**

## **Activating Account Track** (at the MFP)

1. Touch the **Utility/Counter** hard key
2. Touch **Administrator Setting**
3. Enter the MFP administrator password (factory default is 1, 2, 3, 4, 5, 6, 7, 8)
4. Touch **OK**
5. Touch **User Authentication/Account Track**
6. Touch **Authentication Method** (field #1)

   Note: The first field User Authentication allows activation of authentication to either the MFP or to a server of the network.

   The second field **Allows** or **Restricts** Public User Access

7. Under **Account Track** touch **ON**
8. Under **Account Track Input Method** choose **Password Only**

   Note: Account Track access can be "authenticated" meaning one must enter a user name and password.

9. Touch **OK**
10. If the screen displays the message, "Are you sure you want to clear all data" touch **Yes**
11. Touch **Account Track Setting**
12. Touch Account **Track Registration** (field #1)
13. Touch an open "Account Box" (this should be box # 001)
14. Touch **Input** on the next screen
15. Enter a password of one to eight characters — alpha and/or numeric (for this exercise enter lower case **x**) Remember that passwords are case sensitive.
16. Touch **OK**
17. Re-enter the password
18. Touch **OK**
19. Touch **Maximum Allowance Set**

    Note: This is where the number of copies/prints can be limited by account.

20. Touch **OK** twice
21. Touch **Close** back to main screen

**Account Track is now activated.**

## To Access the MFP

1. Touch **Input**
2. Enter the password ("**x**")
3. Touch **OK**
4. Touch the **Access** hard key

## Built-in Stamp and Set Numbering Stamp Size

**APPLICATION:**

The stamp size of built-in stamps and Set Numbering can now be change. This enhances the versatility of the existing functionality of built-in stamp and Set Numbering.

In this exercise; 1st produce an output sample of the standard Built-in Stamp and Set Numbering Stamp size. Then utilize the following procedure for changing the size of the Built-in Stamp and Set Numbering Stamp and compare the out put with the standard functionality.

1. Touch **Application**
2. Touch **Stamp/Overlay**
3. Touch **Built-in-Stamp**
4. Touch **Change Size → OK**
5. Touch **Set Numbering**
6. Touch **Change Size → OK → Start**

## Creating a User Box

In the above noted exercise User Boxes are created at the MFP control panel; without utilizing PageScope "Web Connection." An optional HDD must be installed in the MFP in order to complete this exercise.

**APPLICATION:**

To be able to set up a user box at the MFP; scan a document to the user box and then retrieve the document at a later date. Any "forms factory" or industry that utilizes the same documents/forms on an ongoing basis will find this a more effective and productive method to store and retrieve key documents. Market niches such as the insurance industry and K-12 public schools have an ongoing application of being able to scan into memory and retrieving at a later date; key standardize forms or educational materials.

1. Put 8.5" x 11" document into the RDAF on he MFP.
2. Touch **SCAN**
3. Touch **Direct Input**
4. Touch **Save In User Box**
5. Touch **User Box Number** (input 123 as user box number)
6. Touch **Document Name** (input "memo 123" as document name)
7. Touch **OK**
8. Touch **Start**
9. The document "memo 123" has been saved in user box 123.

To retrieve the document scanned in the above exercise and saved in user box 123; use the following exercise:

1. Touch **Box** on MFP control panel.
2. Touch **Box 123**
3. Touch **Memo 123** under document name
4. Touch **Print**
5. Touch **Start**. Document "memo 123" will be printed out.

## Delete document in public user box

**APPLICATION:**

In an era of "changing information" it is useful for the end-user to understand how easy it is to delete existing documents in the public user boxes.

1. Touch **Box**
2. Touch **Public User Box**
3. Touch box that contains document that is to be deleted.
4. Touch under "Document Name" the document that is to be deleted.
5. Touch **Yes**

## Mode Memory

**APPLICATIONS:**

The two major applications for mode memory are: 1st as a selling tool especially during a client demonstration. The sales person can program specific jobs that may require multi steps to "Demo" a specific job parameter; into a one touch. All the multi job parameters; paper size, duplex mode, staple etc can be programmed into a "one touch" and that job can be named for easy recall. This is often referred to as a "Demo in a Box" because it renders seemingly complicated jobs into a simple operation.

Also secondly, this Mode Memory feature can for the customer streamline their current copying operations. Frequently used end-user jobs with multi-steps can be pre-programmed for easy access and easy output.

**PRE-REQUISITES:**

Set up job parameters of: 2:2 duplexing, 8.5" x 14" paper size and corner staple and then...

1. Touch **Memory Mode ➔ Program Registration**
2. Input **Memo 123** as the program name **➔ OK**

## Configure the "Envelope Application" in the By-Pass

**APPLICATION:**

In order to feed envelops from the by-pass; the paper feed must be configured. Once the by-pass is configured to accept envelops; the envelops are placed in the by-pass flap up and short end inserted into by-pass. A maximum of no more then 10 envelopes can be placed into the by-pass feed system at any one time.

To print addressed onto an envelop; utilize either a MailMerge type software or an address master sheet.

1. Touch **Paper → By-pass** icon.
2. Touch **Change Tray Settings → Envelope → Custom size**
3. Touch **Y** icon (input y in inches) **→ Store**
4. Touch **X** icon (input y in inches) **→ Store → OK**

## Quick Copy User Interface

**APPLICATION:**

The LCD control panel menu can be changed to offer the end-user additional copier-centric feature selections; instead of utilizing the sub menus. Thus, The MFP copier can be selected more efficiently.

1. Touch **Utility/Counter**
2. Touch **User setting**
3. Touch **Display setting**
4. Touch **Copier basic screen setting**
5. Touch **Type 2**
6. Touch **OK**.
   The LCD control menu is now changed. There are now additional copier-centric features available on the main menu; without having to use the sub menus to gain access to these features.

# Notes

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